



Global Business Services

ENCOMPASS Enterprise Pilot

Chart of Accounts &
Commitment Control
Module





Introduction

The ENCOMPASS team completed:

- Enterprise Pilot (EP) for Core Team July 16-25 and August 1, which provided an end-to-end demonstration of the new ENCOMPASS business processes
- Four EP Delta sessions for agencies July 26-27 that provided an overview of business process changes; the presentation posted on the ENCOMPASS website



Introduction

- The purpose of this presentation is to list the high-level business processes that the State will adopt upon the ENCOMPASS go-live
- This presentation consolidates information from:
 - Conference Room Pilot Sessions (March, 2007)
 - EP Sessions (July, 2007)
 - Responses to questions documented during the EP Delta Sessions



COA/Commitment Control

- The Fund chartfield will be the budgeted chartfield; currently it is the Program chartfield (Center)
- Federal grant appropriations will be established in ENCOMPASS
- Budget process at beginning of year will not change
- To maintain APPROP and ALLOT budgets, agencies will create budget journal and notify the Budget Analyst to approve and post
- PROJ and ORG budgets still owned by agencies



COA/Commitment Control

Centrally Defined	Agency Defined with Central Coordination (Projects Module)
<ul style="list-style-type: none">■ Fund (old Fund/Center)■ Account (Object)■ Program■ Department*■ Locality■ Product■ Incident■ Budget Reference■ Source Category (distributional)	<ul style="list-style-type: none">■ Project■ Activity■ Source Type■ Source Category (functional)■ Source Sub Category■ Analysis Type <p>* Assigned by State Personnel Department</p>

- ENCOMPASS will use Department chartfield values that are listed in State Personnel Department's PeopleSoft HR module
 - Identify needed Department chartfield values (per functional list); IT, HR, Accounting, Legal, Administration, etc...
 - If your agency doesn't have separate Departments for these functions, please contact your HR Department or State Personnel so that values can be created



COA/Commitment Control

- Setting up Chartfield Values
 - Fund Code
 - Setting up attributes
 - Setting up value
 - Assigning attribute
 - Account Code
 - Withholding attributes
 - Department Code
 - Setting up attributes
 - Setting up value
 - Assigning attribute
 - Program Code
 - Locality



COA/Commitment Control

■ Fund Code Attributes

- Legal Fund
- CAFR Fund
- Fund Type*
- Funding Source*
- Control Code*
- Function of Government
- Location Type
- Interest Income



COA/Commitment Control

Fund	Description	ATTRIBUTES						Current AOS Fund and Center	
		CAFR Fund	Historical Fund	Fund Type	Source	Control Code	Function of Govt	Fund	Center
10099	CLOSING CENTER	1000	1000	GENERAL	G	3	FINANCIAL ADMINISTRATION	1000	100000
10010	HOUSE PAYROLL (LEGISLATORS)	1000	1000	GENERAL	G	3	LEGISLATIVE	1000	100010
10020	BUDGET COMMITTEE	1000	1000	GENERAL	G	3	FINANCIAL ADMINISTRATION	1000	100020
10030	HOUSE OF REPRESENTATIVES	1000	1000	GENERAL	G	3	LEGISLATIVE	1000	100030
10040	SENATE	1000	1000	GENERAL	G	3	LEGISLATIVE	1000	100040
10050	HOUSE EXPENSE (LEGISLATORS)	1000	1000	GENERAL	G	3	LEGISLATIVE	1000	100050
10060	SENATE PAYROLL (LEGISLATORS)	1000	1000	GENERAL	G	3	LEGISLATIVE	1000	100060
10070	SENATE EXPENSE (LEGISLATORS)	1000	1000	GENERAL	G	3	LEGISLATIVE	1000	100070
10080	TSCHOUR V. DOA SETTLEMENT	1000	1000	GENERAL	G	3	OTHER GENERAL GOVERNMENT	1000	100080
10090	CORE 40 PROGRAM	1000	1000	GENERAL	G	3	HIGHER EDUCATION	1000	100090
10100	WATER MANAGEMENT-PERMITTING GF	1000	1000	GENERAL	G	3	NATL RESOURCE/REC	1000	100100
10110	NATL CONF OF STATE LEGISLATORS	1000	1000	GENERAL	G	3	LEGISLATIVE	1000	100110
10120	JUDICIAL NOMINATING COMMITTEE	1000	1000	GENERAL	G	3	JUDICIAL	1000	100130
10130	HENDERSON VS DOA SETTLEMENT	1000	1000	GENERAL	G	3	OTHER GENERAL GOVERNMENT	1000	100140
10140	INDIANA LOBBY REGISTRATION	1000	1000	GENERAL	G	3	LEGISLATIVE	1000	100150
10150	COUNCIL OF STATE GOVRMNTS DUES	1000	1000	GENERAL	G	3	LEGISLATIVE	1000	100160
10160	LEGISLATIVE COUNCIL	1000	1000	GENERAL	G	3	LEGISLATIVE	1000	100170
10170	CONTINGENCY FUND	1000	1000	GENERAL	G	3	LEGISLATIVE	1000	100180
10180	UNIFORM STATE LAWS COMM	1000	1000	GENERAL	G	3	LEGISLATIVE	1000	100190
10190	PUBLICATION OF THE IN CODE	1000	1000	GENERAL	G	3	LEGISLATIVE	1000	100200
10200	JUDICIAL CONFERENCE	1000	1000	GENERAL	G	3	JUDICIAL	1000	100210
10210	SUPREME COURT	1000	1000	GENERAL	G	3	JUDICIAL	1000	100220
10220	COURT OF APPEALS	1000	1000	GENERAL	G	3	JUDICIAL	1000	100230
10230	CLERK OF SUPREME/APPEALS COURT	1000	1000	GENERAL	G	3	JUDICIAL	1000	100240
10240	REPORTER OF SUPREME/APPEALS CT	1000	1000	GENERAL	G	3	JUDICIAL	1000	100250
10250	JUDGES COUNTY COURTS	1000	1000	GENERAL	G	3	JUDICIAL	1000	100260
10260	GOVERNORS FELLOWSHIP PROGRAM	1000	1000	GENERAL	G	3	EXECUTIVE	1000	100270
10270	COURT REPORTS	1000	1000	GENERAL	G	3	JUDICIAL	1000	100280
10280	COUNTY PROSECUTORS SALARIES	1000	1000	GENERAL	G	3	JUDICIAL	1000	100290
10290	GOVERNOR	1000	1000	GENERAL	G	3	EXECUTIVE	1000	100300
10300	HOUSEHOLD MAINTENANCE	1000	1000	GENERAL	G	3	EXECUTIVE	1000	100310
10310	MISCELLANEOUS EXPENSE	1000	1000	GENERAL	G	3	EXECUTIVE	1000	100330
10320	WASHINGTON LIAISON OFFICE	1000	1000	GENERAL	G	3	EXECUTIVE	1000	100340
10330	OFFICE OF ENVIRON ADJUDICATION	1000	1000	GENERAL	G	3	NATL RESOURCE/REC	1000	100350
10340	SPECIAL JUDGES-COUNTY COURTS	1000	1000	GENERAL	G	3	JUDICIAL	1000	100360
10350	GOVERNOR ELECT	1000	1000	GENERAL	G	3	FINANCIAL ADMINISTRATION	1000	100370
10360	LIEUTENANT GOVERNOR	1000	1000	GENERAL	G	3	EXECUTIVE	1000	100380
10370	FAITH-BASED AND COMM INITIATIVE	1000	1000	GENERAL	G	3	OTHER EDUCATION	1000	100390
10380	SECRETARY OF STATE-ADMINISTRA	1000	1000	GENERAL	G	3	OTHER GENERAL GOVERNMENT	1000	100400
10390	TELEPHONE SOLICITATION FUND	1000	1000	GENERAL	G	5	OTHER GENERAL GOVERNMENT	1000	100410
10400	BUSINESS SERVICES	1000	1000	GENERAL	G	3	OTHER GENERAL GOVERNMENT	1000	100430
10410	SECURITIES COMMISSION	1000	1000	GENERAL	G	3	OTHER GENERAL GOVERNMENT	1000	100440
10420	CONSUMER PROTECTION	1000	1000	GENERAL	G	3	OTHER GENERAL GOVERNMENT	1000	100450
10430	ATTORNEY GENERAL	1000	1000	GENERAL	G	3	OTHER GENERAL GOVERNMENT	1000	100460
10440	SELF-INSURANCE PROGRAM	1000	1000	GENERAL	G	3	OTHER GENERAL GOVERNMENT	1000	100470



COA/Commitment Control

Attribute page: Setup Financial / Supply Chain > Common Definitions > Design Chartfields > Configure > Attributes

Chartfield Attributes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | [Add a New Value](#)

SetID:	=	STIND
Field Name:	begins with	FUND_CODE
ChartField Attribute:	begins with	

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-4 of 4 Last

SetID	Field Name	ChartField Attribute
STIND	FUND_CODE	CONTROL_CD
STIND	FUND_CODE	FUND_SOURCE
STIND	FUND_CODE	FUND_TYPE
STIND	FUND_CODE	TYPE

[Find an Existing Value](#) | [Add a New Value](#)



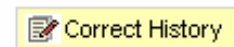
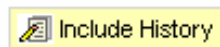
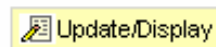
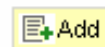
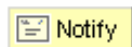
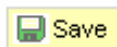
COA/Commitment Control

Fund Code setup: Setup Financial / Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Values > Fund Code

Fund Code

SetID: STIND Fund Code: 10020

Effective Date						Customize Find View All		First	1 of 1	Last
*Effective Date	Status	Description	Short Description	Budgetary Only	Attributes					
01/01/1901	Active	Budget Committee	BDCOMM	<input type="checkbox"/>	Attributes					





COA/Commitment Control

Fund Code setup: Setup Financial / Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Values > Fund Code

Chartfield Attributes

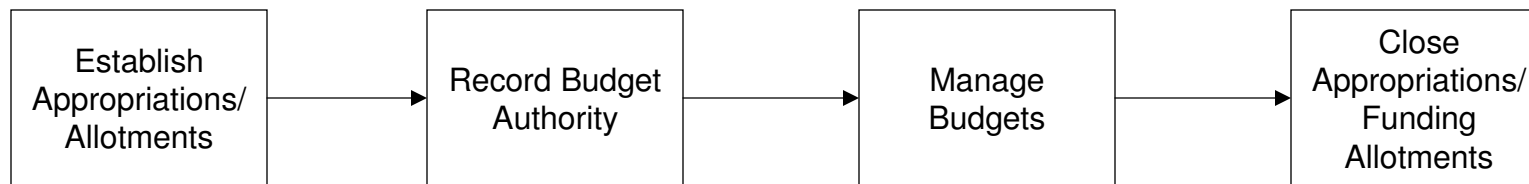
ChartField Attribute Values							Customize Find View All
SetID	ChartField Value	Effective Date	Field Name	*ChartField Attribute		ChartField Attribute Value	Attribute Value Desc
STIND	10020	01/01/1901	FUND_CODE	CONTROL_CD		3	Reverting
STIND	10020	01/01/1901	FUND_CODE	FUND_SOURCE		STATE_GEN	State General

OK

Cancel



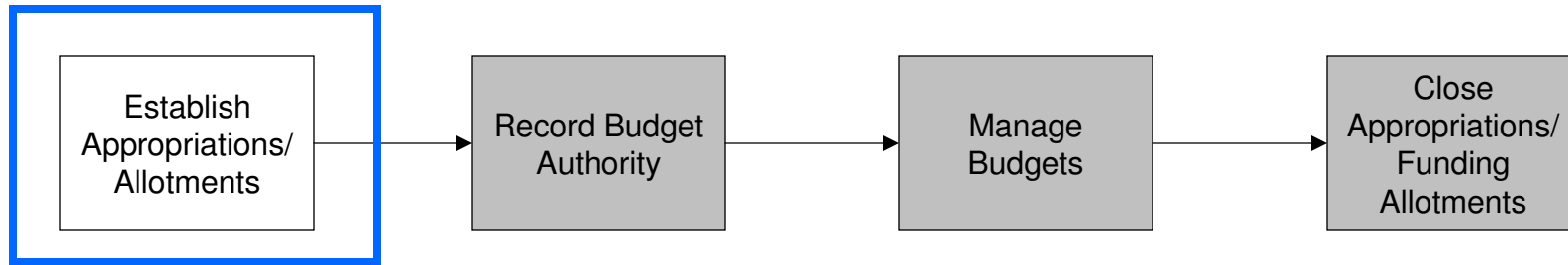
Commitment Control



- The Auditor of State (AOS) operates the state accounting system (GEAC), which is the official financial record for the State
- On January 2, 2008, AOS will retire GEAC financials and begin using ENCOMPASS to maintain the official financial record for the State
- The Commitment Control module will be used to establish budget appropriation parameters such as:
 - Budget definition levels
 - Budget ledgers
 - Control versus tracking choices
 - Budget account levels



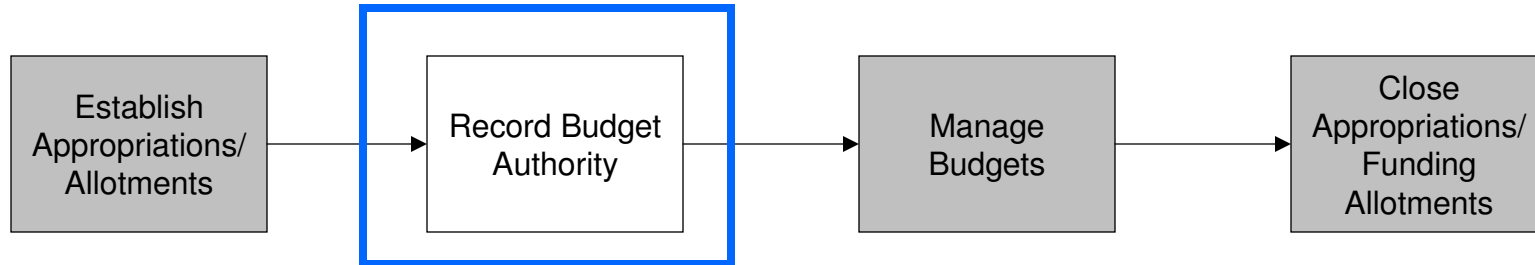
Commitment Control



- The State Budget Agency (SBA) and GMIS will establish budgets in ENCOMPASS including:
 - Appropriation Ledger
 - Allotment Ledger
 - Allotment Control Ledger
 - Commitment Control trees and budget definitions
- Budget definition setup will be similar under ENCOMPASS with two major variations:
 - The Fund chartfield will be the budgeted chartfield; currently it is the Program chartfield (Center)
 - SBA will establish grant appropriations in ENCOMPASS
- The Statewide Financial Policy Group will be responsible for establishing new funds in ENCOMPASS



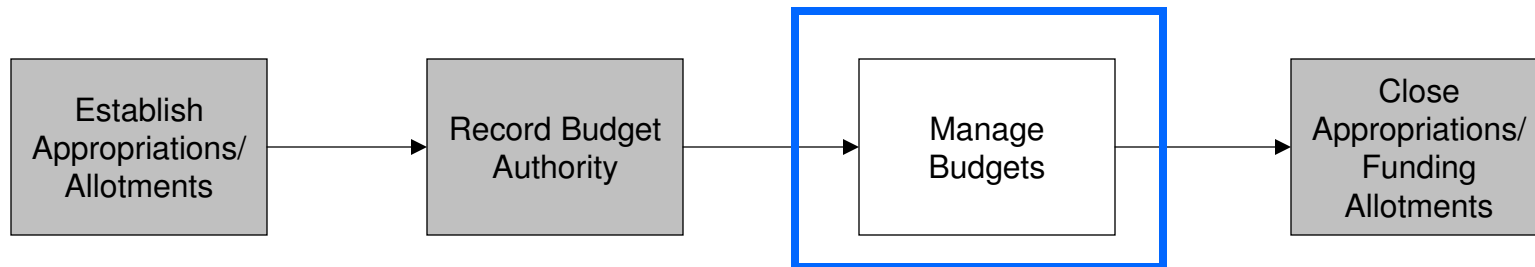
Commitment Control



- The beginning-of-the-year State budget process will not change under ENCOMPASS
 - SBA will load initial budget appropriations into ENCOMPASS at the beginning of the year
 - SBA will establish allotments each quarter
- Establishing initial budgets for controlling projects (from the grants award document) is new under ENCOMPASS where agencies will enter project budgets into ENCOMPASS
- ENCOMPASS will have controls in place at the Fund level to prohibit a lower level allotment of funds to exceed a higher level appropriation



Commitment Control



Managing budgets will change under ENCOMPASS

- Currently, agencies request budget changes for allotments through their Budget Analyst and the Budget Analyst makes updates in Budget Allotment system; for allotments, the update to the budget comes from a nightly load
- Under ENCOMPASS, agencies will create a budget journal in PeopleSoft for budget changes and will send a notification to the Budget Analyst to approve and post
- Agency users will have appropriate ledger security access to make the budget journal entries for allotment change requests
- Agencies will be allowed to enter their project and organizational related budgets without going through this notification process (as allowed via their Ledger security)



Commitment Control

Budget Entry and Approval Process

1. The agency creates budget adjustment in PeopleSoft but not be allowed to post
2. The agency sends a notification to Budget Analyst via email using the notify button; attached to the email is a link to the budget journal
3. If Budget Analyst allowed to post then will post the transactions in PeopleSoft
4. If Budget Analyst is not able to post (e.g., administrative action or State Board of Finance) then the next approval authority will be notified
5. Once the budget adjustment is approved, the approver will post the transaction



Commitment Control

Budget Entry and Approval Process

[New window](#) | [Help](#) | [Customize Page](#) | [Help](#)

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

Unit: 00405 Journal ID: 0000535940 Date: 06/28/2007 Budget Header Status: None

*Process:

▼ Lines												Customize Find View All First
Chartfields and Amounts												
Base Currency Details												
Delete	Line	Ledger	Budget Period	Speed Type	Fund	Object	Center	Bud Ref	Set Options	Entry Event	Currency	Amount
<input type="checkbox"/>	1	ALLOT_BD	2007Q4	Speed Type	1000	E53000	10020	2007	<input type="button" value="Set Options"/>		USD	1,000.000
<input type="checkbox"/>	2	ALLOT_BD	2007Q4	Speed Type	1000	E54000	10020	2007	<input type="button" value="Set Options"/>		USD	-1,000.000

Lines to add

[Journal Line Copy Down](#)

From Line: To:

Totals		
Total Lines:	Total Debits:	Total Credits:
2	1,000.000	1,000.000

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

This transaction is moving money from .4 to .3

User then presses the Notify button



Commitment Control

Budget Entry and Approval Process

User sends notification to Budget Analyst via notify button

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.

Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details

[Lookup Recipient](#)

[Delivery Options](#)

To:	Harry Potter	
CC:		
BCC:		
Priority:		
Subject:	Budget Approval	
Template Text:	Workflow Notification	
	Priority: %NotificationPriority	
	Date Sent: 2007-06-28	
Message:	Please approve this budget for the move from .4 to .3	
	Thanks	

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification. Click Apply to send this notification and remain on this page.

OK

Cancel

Apply

User will fill in email address, subject, and can write a message

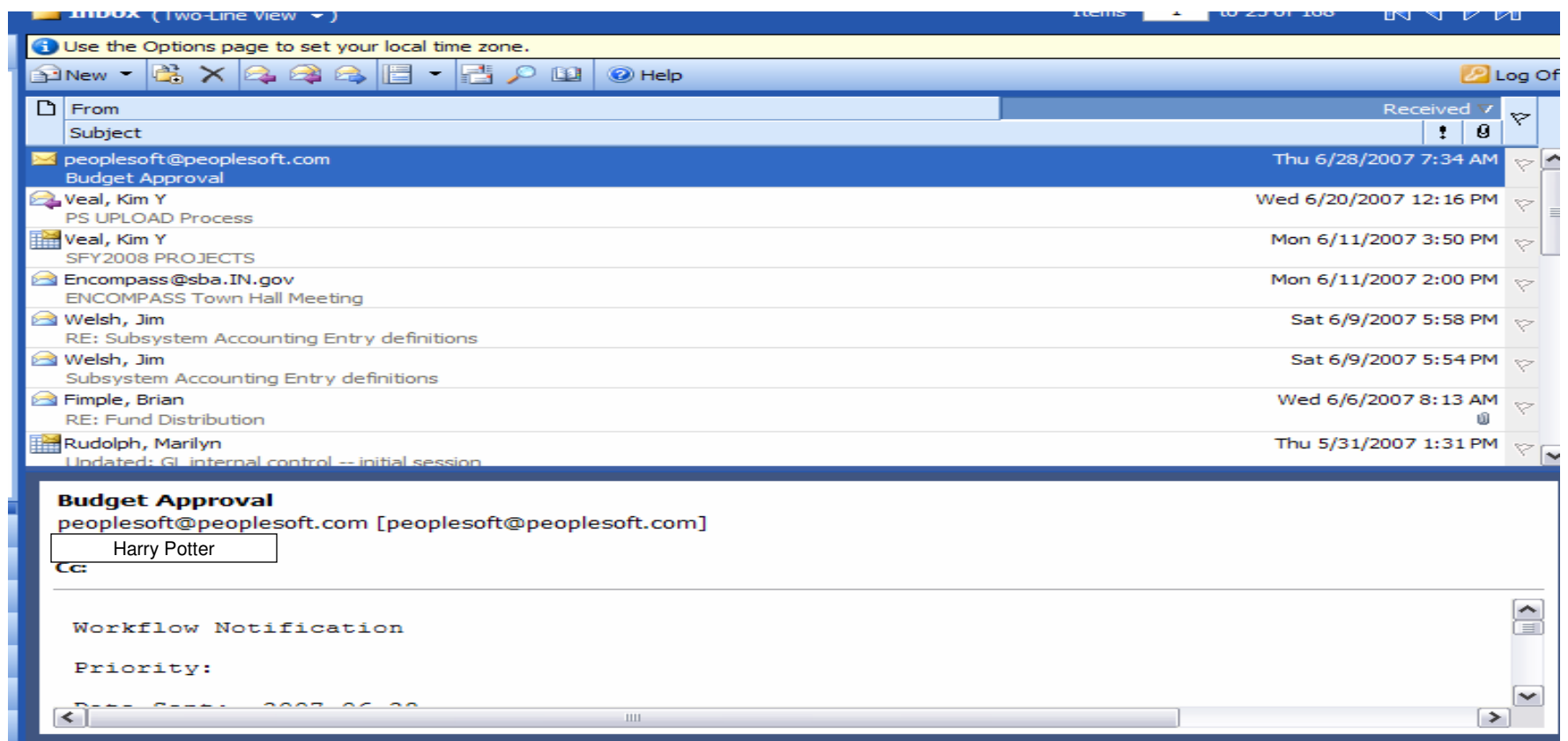
Other information is automatically created in the document



Commitment Control

Budget Entry and Approval Process

Budget Analyst receives email regarding budget approval

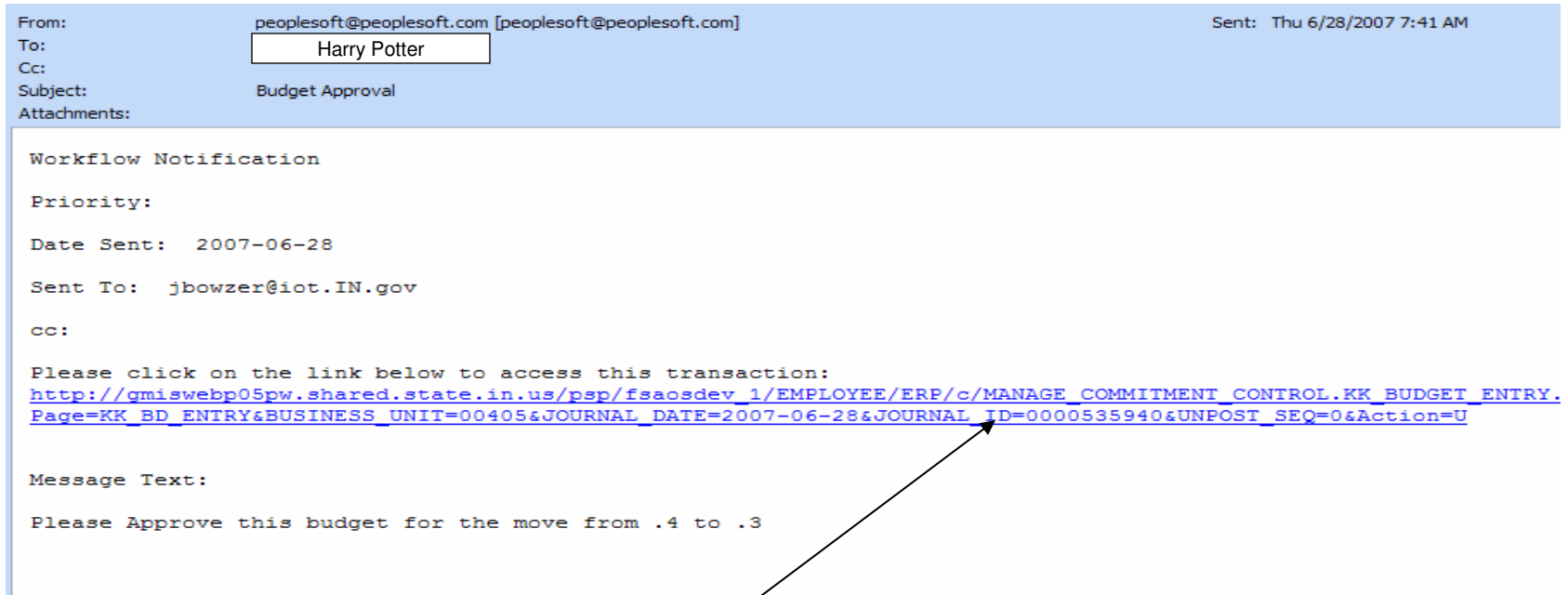




Commitment Control

Budget Entry and Approval Process

The email will contain a link regarding the budget journal



Budget Analyst clicks on the link provided (needs to be logged into PeopleSoft)



Commitment Control

Budget Entry and Approval Process

Clicking on the link takes the user directly to the budget journal

[New Window](#) | [Help](#) | [Customize Page](#) | [http](#)

Budget Header | **Budget Lines** | **Budget Errors**

Unit: 00405 Journal ID: 0000535940 Date: 06/28/2007 Budget Header Status: None

*Process:

Lines Customize | Find | View All | Fir

Chartfields and Amounts Base Currency Details

Delete	Line	Ledger	Budget Period	Speed Type	Fund	Object	Center	Bud Ref	Set Options	Entry Event	Currency	Amount
<input type="checkbox"/>	1	ALLOT_BD	2007Q4	Speed Type	1000	E53000	10020	2007	Set Options		USD	1,000.000
<input type="checkbox"/>	2	ALLOT_BD	2007Q4	Speed Type	1000	E54000	10020	2007	Set Options		USD	-1,000.000

Lines to add [Journal Line Copy Down](#)

Totals

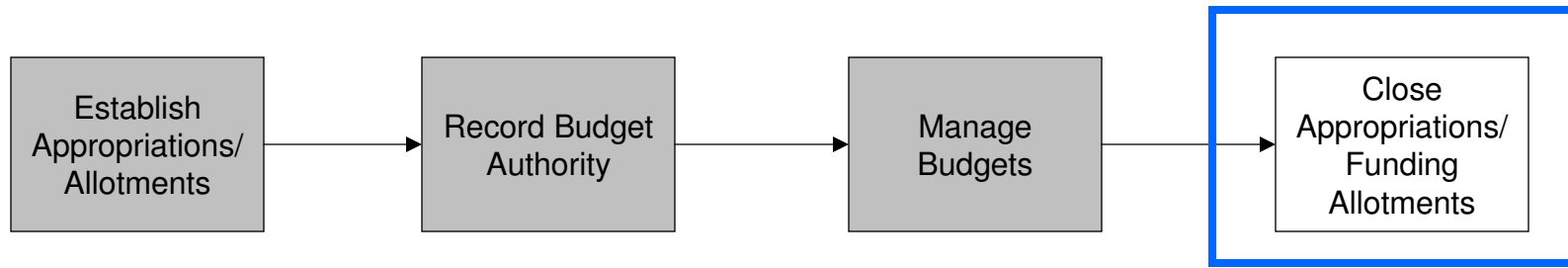
Total Lines:	Total Debits:	Total Credits:
2	1,000.000	1,000.000

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

The Budget Analyst or the appropriate approve will post the transaction



Commitment Control



Closing processes will remain the same under ENCOMPASS

- SBA is responsible for generating closing entries to liquidate any commitments and to move balances from available funds to the next year for non-reverting funds, or to the originating fund for reverting funds
- Appropriations and allotments are closed as necessary at year-end in GEAC; this process will not change except that the transactions will occur in ENCOMPASS, instead of GEAC
- SBA will also be responsible for carrying forward any non-reverting appropriation balances from one fiscal year to the next
- Note: unliquidated purchase orders will not be carried to the next fiscal year